

COUNTY OF SAN DIEGO

2014 OCT 31 PM 3 18

**2014 CONFLICT OF INTEREST CODE  
BIENNIAL REVIEW REPLY FORM**

CLERK OF THE BOARD  
OF SUPERVISORS

Contact Person: Pat J. Blevins

Telephone Number: 619-482-6329

Name of Agency: Southwestern Community College District

Mailing Address: 900 Olay Lakes Road, Room 1650, Chula Vista, CA

This agency has reviewed its conflict of interest code and has determined that: 91910

☒ **Amendments are necessary:** (Attach Amended Code)  
(Check all that applies)

☒ Include new positions (including consultants) which must be designated

☒ Revise the titles of existing positions

☒ Delete titles of positions that have been abolished

☐ Delete positions that manage public investments

☐ Revise disclosure categories

☐ Other \_\_\_\_\_

☐ **No amendments are necessary.** Our agency's code accurately designates all positions which make or participate in the making of governmental decisions; the disclosure assigned to those positions accurately requires the disclosure of all investments, business positions, interests in real property and sources of income which may foresee-ably be affected materially by the decision made by those designated positions; and the code includes all other provisions required by Government Code Section 87302.

Signature of Chief Executive Officer: [Signature] Date: 10/29/14

You must complete this report regardless of how recently your code was approved or amended. **Please return this report no later than October 1, 2014 to:**

**Clerk of the Board of Supervisors  
(Conflict of Interest Code)  
1600 Pacific Highway, Room 402  
San Diego, CA 92101**

Approved and/or authorized by the Board of Supervisors of the County of San Diego.	
Meeting Date: <u>12/2/14</u>	Minute Order No. <u>23</u>
By: <u>[Signature]</u>	Date: <u>12/2/14</u>
Deputy Clerk of the Board Supervisors	

## CONFLICT OF INTEREST CODE

**References:** *Government Code §§ 81000, et seq., 87103(e), 87300-87302, & 89501- 89503; California Code of Regulations Title 2 §18730*

The Political Reform Act (Government Code Section 81000, et seq.) requires the Southwestern Community College District ("District") to adopt and publish a Conflict of Interest Code. California Code of Regulations, title 2, Section 18730, which contains the terms of a standard Conflict of Interest Code, and any amendments to it duly adopted by the Fair Political Practices Commission, is hereby incorporated by reference. This regulation, the list of Designated Positions establishing disclosure requirements, and the list of Disclosure Categories, shall constitute the Conflict of Interest Code of Southwestern Community College District.

**Designated Positions.** The persons holding positions listed as Designated Positions are employees who make or participate in making decisions which may foreseeably have a material effect on the District's economic interests. Designated employees must file a Statement of Economic Interest, Form 700 annually.

Pursuant to Title 2, §18734, consultants are also included in the list of designated employees and must disclose pursuant to the broadest disclosure category in this Code. However, the Superintendent/President, or designee, may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that are limited in scope and thus is not required to comply fully with the broadest disclosure requirements. Such written determination shall include a description of the consultant's duties and, based on that description, a statement of the extent of disclosure requirements. This determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.

All persons assuming designated positions shall file Statements of Economic Interest within 30 days after assuming the designated position. All persons who leave designated positions shall file Statements within 30 days after leaving the designated position.

**Disclosure Categories.** Designated employees must report economic interests according to the disclosure category(ies) which have been assigned to each designated position.

**Disqualification.** No employee holding a designated position shall make, participate in making, or in any way attempt to use his or her official position to influence the making of any governmental decision which he or she knows or has reason to know will have a reasonably foreseeable material financial effect, distinguishable on its effect on the general public, on the employee or a member of his or her immediate family. (California Code of

## CONFLICT OF INTEREST CODE

Regulations, title 2, §18730(b)(9)).

### DESIGNATED POSITIONS

<b>Designated Position</b>	<b>Disclosure Categories</b>
Governing Board Members	1
Superintendent/President	1
Vice President for Academic Affairs	2 & 3
Vice President for Business & Financial Affairs	2 & 3
Vice President for Human Resources Employee Services	2 & 3
Vice President for Student Affairs	2 & 3
Chief Public Information & Government Relations Officer	2 & 3
Dean, Higher Education Center National City & Crown Cove Aquatic Center at Coronado	4
Dean, Higher Education Centers Otay Mesa & San Ysidro	4
Dean, Student Services	4
Dean, Counseling & Matriculation Student Support Programs	4
Dean, Office of Institutional Effectiveness/Executive Director of SWC Foundation School of Business, Professional & Technical Education	4
Dean, School of Arts & Communication	4
Dean, School of Social Sciences, Business & Humanities	4
Dean, School of Languages & Literature	4
Dean, School of Math, Science & Engineering	4
Dean, School of Instructional Services & Continuing Education, & Special Projects	4
Dean, School of Health, Exercise Science, Athletics & Applied Technology	4
Director of Athletics	4
Director of Center for International Trade Development	4
Director of Facilities, Operations & Planning	2 & 4
Director of Financial Aid, Evaluations & Veterans Services	4
Director of Institutional Research, Grants & Planning	4
Director of Contracting, Purchasing Procurement, Central Services & Risk Management	4
Director of Computer Systems & Services	4
Director of Finance	4
Director of Payroll Services & Risk Management	4
Director of Food Services Contracts Food Program Projects	4

## CONFLICT OF INTEREST CODE

<u>Director of Imperial Valley Small Business Development Center</u>	4
<u>Director of San Diego Small Business Development Center</u>	4
<u>Regional Director of San Diego &amp; Imperial Valley Small Business Development Center</u>	4
<u>Associate Director of San Diego &amp; Imperial Valley Small Business Development Center</u>	4
<u>Project Director- Qatar International Student Program</u>	4
<u>Project Director – Title 5, Puertas al Futuro</u>	4
District Buyers	2 & 3
Facilities Coordinator	2 & 3
Consultants	1

## CONFLICT OF INTEREST CODE

**DISCLOSURE CATEGORIES:** Individuals holding designated positions must report their economic interests according to the following disclosure category(ies) to which their position has been assigned.

**Disclosure Category 1:** Interests in real property located within the jurisdiction or within two miles of the boundaries of the jurisdiction or within two miles of any land owned or used by the agency; and investments and business positions in business entities, and income, including loans, gifts<sup>1</sup>, and travel payments, from all sources.

**Disclosure Category 2:** Interests in real property located within the jurisdiction or within two miles of the boundaries of the jurisdiction or within two miles of any land owned or used by the agency.

**Disclosure Category 3:** Investments and business positions in business entities, and income, including loans, gifts, and travel payments, from sources, that provide services, supplies, materials, machinery, or equipment of the type utilized by the agency.

**Disclosure Category 4:** Investments and business positions in business entities, and income, including loans, gifts, and travel payments, from sources, that provide services, supplies, materials, machinery, or equipment of the type utilized by the department or division to which the filer is assigned duties.

**Disclosure Category 5:** Investments and business positions in business entities, and income, including loans, gifts, and travel payments, from sources, that filed a claim against the agency during the previous two years, or have a claim pending.

**Disclosure Category 6:** Investments and business positions in business entities, and income, including loans, gifts, and travel payments, from sources, that are of the type to request an entitlement to use agency property or facilities, including, but not limited to:

- A license
- Utility permit
- Station vendor permit.

Upon receipt of the annual Statements of Economic Interest for all designated positions, the Human Resources Compliance Coordinator for the District shall make and retain a copy and forward the original of each statement to the County Board of Supervisors.

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<sup>1</sup> "Gifts," as used in all disclosure categories, shall be defined as gifts with a value of \$50 or more received from persons doing business with Southwestern Community College District.